



User Manual

Corporations Record Series

Washington State Digital Archives

Table of Contents

1.0 Definitions	3
1.1 List of Special Terms and Definitions	3
2.0 Corporation Records Series Instructions	4
2.1 Purpose.....	4
2.2 Dependencies	4
2.3 Keyword Search	5
2.4 Detailed Search.....	9

1.0 Definitions

1.1 List of Special Terms and Definitions

UBI	Unified Business Identifier
WADA	Washington State Digital Archives
Record	A collection of information that contains fields.
JPEG	A file format commonly known as an image format used by digital cameras and other photographic image capture devices.
Keyword Search	A keyword search allows the user to search on all <i>other</i> records in our collection that are NOT name based records. The keyword field allows the user to enter one or more terms to locate records which contain these words.
Detailed Search	A detailed search allows the user to select one record series and search on additional fields that are pertinent only to <i>that</i> record series.

2.0 Corporations Record Series Instructions

2.1 Purpose

The purpose of this user manual is to provide the user with specific instructions in order to successfully search and obtain records within the Corporation Record Series.

2.2 Dependencies

One of the following browsers must be installed and configured properly in order to access the Corporation Record Series from the Digital Archives website.

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 or 3.0
- Safari 3.2
- Opera 9.27

The following installation of the browser Lizardtech DJVU is an optional browser that may be installed to view images within a record of the Corporation Record Series.

- <http://www.celartem.com/en/download/>

2.3 Keyword Search

Launch your browser; navigate to the Digital Archives website www.digitalarchives.wa.gov click on the *Keyword Search* tab.

A keyword search can be searched against the **Corporation Name**, **Transaction Name**, **UBI**, and **Document Type**.

The screenshot displays the Washington State Digital Archives website. At the top is a banner with the text "Washington State Digital Archives" and a navigation bar with links: "Digital Archives Home", "Search", "Collections", "News", "eRecords Management", and "About Us". Below the banner, the "Digital Archives Home" section is visible. A search bar titled "SEARCH THE DIGITAL ARCHIVES" contains three tabs: "PEOPLE SEARCH", "KEYWORD SEARCH", and "DETAILED SEARCH". The "KEYWORD SEARCH" tab is active. It features a "Record Series" dropdown menu set to "Corporation Records", a "Keywords" input field, and a "Search" button. A red arrow points to the "Search" button. To the right of the dropdown are links for "»Search Help" and "»Detailed Search". At the bottom of the search area, it states "Total Records Preserved Online: 79,948,476" and "Total Records Searchable Online: 63,179,275".

In the Record Series drop down list select “Corporations Records”. Then type in a key word to call up a record. For example: Type in “Water”, then click Search.

Washington State
Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH KEYWORD SEARCH DETAILED SEARCH

Record Series: Corporation Records *Search Help *Detailed Search

Keywords: Water

Search

Total Records Preserved Online: 79,948,476
Total Records Searchable Online: 63,179,275

The application will navigate to the *Detailed Search* page. Under *Search Results* click on the *Corporation Records (Show All Records)* link or click on the plus sign next to the *Corporation Records (Show All Records)* to expand the records by *Title Name*.

The screenshot displays the 'Washington State Digital Archives' interface. The top navigation bar includes links for 'Digital Archives Home', 'Search', 'Collections', 'News', 'eRecords Management', 'About Us', 'View Cart', and 'My Recent Searches'. The main section is titled 'Detailed Search' and contains a 'Search Options' form. The form includes fields for 'Record Series' (set to 'Corporations Records'), 'County' (set to '-- All Counties --'), 'Title' (set to '-- All Titles --'), 'Corporation' (with sub-fields for 'Corporation Name' and 'Document Type'), 'Document Type' (with a dropdown menu), 'Keywords' (set to 'Water'), and 'Received Year' (with 'From' and 'To' sub-fields). A 'Search' button and a 'Clear Form' button are at the bottom right of the form. Below the form is the 'Search Results' section, which contains a table with two columns: 'Record Series' and 'Results Count'. The table has one row: 'Corporation Records (Show All Records)' with a result count of '3833'. A red circle highlights the 'Corporation Records (Show All Records)' link, and a red arrow points to it from below.

Record Series	Results Count
Corporation Records (Show All Records)	3833

To view records associated with the Keyword “Water” click on a *Title Name* that have groups of records within that title.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Detailed Search

Search Options

Record Series: Corporations Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Corporation: Corporation Name UBI

Document Type: Document Type

Keywords: Water

Received Year: From To

[Search](#) [Clear Form](#)

Search Results

Record Series	Results Count
<input checked="" type="checkbox"/> Corporation Records (Show All Records)	3833
Title Name	Results Count
Washington State Corporation Annual Report Records	2259
Washington State Corporation Records	1574

Once a *Title Name* is selected click on any of the fields to call up a record such as:

Corporation Name: Is the name of a Corporation.

Document Type: The Description of the document for example: Annual Reports.

UBI: Universal Business Identifier is a unique number for a specific Corporations record.

County: Is the county that the corporation is located in, if no county listed it is assumed to be statewide.

Received Date Y/M/D: Is the received stamp date on a record received by the corporation that needs to be filed.

Image: Shows if there is a Digital Object or not.

These fields are sortable by clicking on the arrow under the headings.

Washington State Digital Archives

Search Options

Record Series: Corporations Records

County: All Counties

Title: Washington State Corporation Annual Report Records

Corporation Name: UBI:

Document Type:

Keywords: Water

Received Year: From To

Search Results

Search Results For: Corporation Records 2259 Matches

Corporation Name	Document Type	UBI	County	Received Date Y/M/D	Image
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1970/03/26	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1971/04/15	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1972/01/24	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1973/01/15	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1974/02/19	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1975/02/19	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1976/02/04	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1977/02/02	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1978/01/23	
ACALAD1 WATER ASSOCIATION	Annual Reports	601805874	Statewide	1979/02/05	

Page 1 of 226, Records 1-10 of 2259

Jump To Page: 1

Records Per Page: 10

Single arrow paging will page to the next page of records and the double arrow paging will page to the last page of records.

Jump to Page, dropdown list will allow a specific page on the list to be selected.

Records per Page, allows a selected number of records to be viewed on one page.

There are 2259 matches to be found associated with the *Title Name* “Washington State Corporation Annual Report Records”, by clicking on a specific record, the application will navigate to the View Record Page where the metadata on the left of that page can be viewed and the image to the right of the page may be viewed, opened and saved.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

ACALADI WATER ASSOCIATION - ACALADI WATER ASSOCIATION - Washington State Corporation Annual Report Records

Record Series:	Corporation Records
Collection:	Washington State Corporation Annual Report Records
County:	Statewide
Reference Number:	26552699
Current Corporation Name:	ACALADI WATER ASSOCIATION
Transaction Corporation Name:	ACALADI WATER ASSOCIATION
Ubi:	601805674
Document Type:	Annual Reports
Received Date:	3/26/1970 12:00:00 AM
Page Count:	1
Mime Type:	image/tiff

[Add Comments or Questions](#)

Citation: The records were scanned by the Imaging Department of the Archives Division of the Secretary of State's Office. The original paper documents are stored at the Washington State Archives' facility in Cheney.

You may purchase a **certified copy** of this image for \$15.00 plus \$1.00 service fee.

[Add to my shopping cart](#)

Available Images

Image # 1 of 1
[1 Page\(s\)](#)

Image

Metadata

Below is a sample image of the "ACALADI Water Association" record, after the user has clicked on the *Available Images* icon and a viewable format has been selected.

A. LUDLOW KRAMER
SECRETARY OF STATE
RECEIVED
MAR 26 1970

☐ SEC. ☒ REG. ☐ MAR. ☐ CASR

ANNUAL REPORT

* CORPORATION NAME AND MAILING ADDRESS:

ACALADI TRAIL ASSOCIATION
JIMMIE O. WILCOXEN
P.O. BOX 125
CAPITOL BLDG 125-125 WA 99703

STATE OF WASHINGTON
DEPARTMENT OF STATE
A. Ludlow Kramer, Secretary of State

MAILING DATE:

DEC 24, 1969

DEPARTMENTAL USE ONLY					
FROM AND DATE	CODE: BUREAU	CODE: BUREAU			
49759 MAR 27 70	0595 4	103530			
THANKS	DATE	AMOUNT	TITLE	RELT	REC BY
05	720	00			

* REGISTERED OFFICE ADDRESS IN STATE OF WASHINGTON:

* NAME OF REGISTERED AGENT IN THE STATE OF WASHINGTON:

JIMMIE O. WILCOXEN

INSTRUCTIONS: See Reverse Side of This Form

* STATE OR COUNTRY OF INCORPORATION:	Washington
* FOREIGN CORPORATIONS ONLY * ADDRESS OF PRINCIPAL OFFICE IN STATE OR COUNTRY OF INCORPORATION:	
* BRIEFLY STATE THE CHARACTER OF THE AFFAIRS WHICH THE CORPORATION IS ACTUALLY CONDUCTING IN THE STATE OF WASHINGTON:	Corporation formed for the sole purpose of establishing fresh water supply for members of Corporation on a non profit basis.
* NAME AND ADDRESS OF OFFICERS AND DIRECTORS OF THE CORPORATION:	<p>PRESIDENT: Merwin O. Wilcoxon Rte # 2 Box 1250 - Camano Island WA 98282</p> <p>VICE-PRESIDENT: William S. Fenton Rte # 3 Box 1250 - Camano Island WA 98282</p> <p>SECRETARY: Ruth B. Wilcoxon Rte # 5 Box 1250 - Camano Island WA 98282</p> <p>TREASURER: Ruth B. Wilcoxon Rte # 5 Box 1250 - Camano Island WA 98282</p> <p>DIRECTORS: L.M. Shumway -- Al Roray -- B.O. Wilcoxon Rte # 5 Box 1250 - Camano Island WA 98282</p>

(OPTIONAL SIGN)

Form No. SF-1 (3-66)

M.O. Wilcoxon
(Signature of President)

ATTEST: *Ruth B. Wilcoxon*
(Signature of Secretary)

Subscribed and sworn to before me at the County of Snohomish on March 25, 1970
(Date)

Virginia H. Kramer
(Signature of Notary Public)

Notary Public
(Signature of Notary Public)

2.4 Detailed Search

Launch your browser; navigate to the Digital Archives website www.digitalarchives.wa.gov click on the *Detailed Search* tab.

To do a Detailed Search, select the *Detailed Search* tab or the *Detailed Search* link next to the Record Series drop down list. This will navigate to the *Detailed Search* Page.

The screenshot displays the Washington State Digital Archives website. The header features the site's name and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, and About Us. Below the header, the 'Digital Archives Home' section contains a search area titled 'SEARCH THE DIGITAL ARCHIVES'. This area has three tabs: 'PEOPLE SEARCH', 'KEYWORD SEARCH', and 'DETAILED SEARCH'. The 'DETAILED SEARCH' tab is selected and circled in red. Below the tabs, there is a 'Record Series' dropdown menu set to 'All Record Series', with a blue arrow pointing to it. To the right of the dropdown are two links: '*Search Help' and '*Detailed Search', with the latter circled in red. Below these are input fields for 'First Name' and 'Last Name', and a 'Search' button. At the bottom of the search area, it states 'Total Records Preserved Online: 79,949,417' and 'Total Records Searchable Online: 63,180,216'.

On the *Detailed Search* page under the *Search Options* in the *Record Series* drop down list a Record Series may be selected.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Detailed Search

Search Options

Record Series: Corporations Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Corporation: Corporation Name: UBI

Document Type: Document Type

Keywords: Water

Received Year: From To

Search Clear Form

Search Results

Select “Corporations Records” in the drop down list. The application will navigate to the *Search Options* page.

Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Detailed Search

Search Options

Record Series: Corporations Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Corporation: Corporation Name: UBI

Document Type: Document Type

Keywords: Keywords

Received Year: From To

Search Clear Form

Search Results

To search a specific record such as “Advanced Sales, INC”, select *Statewide* in the County dropdown list, “Washington State Corporations Records” in the *Title* dropdown list, “Advanced Sales, INC”, in *Corporation*, “602090690” in *UBI*, “Application” in *Document Type*, enter “2000” in the year *From* and enter “2008” in the year *To*, click *Search* or just click the search button and all the Corporation Records will be displayed.



The screenshot shows the 'Digital Archives' website with a search form titled 'Detailed Search'. The form includes the following fields and values:

- Record Series:** Corporations Records
- County:** Statewide
- Title:** Washington State Corporation Records
- Corporation:** Advanced Sales, INC.
- UBI:** 602090690
- Document Type:** Application
- Keywords:** (empty)
- Received Year:** From 2000, To 2008

A red arrow points to the 'Search' button, which is circled in red. Next to it is a 'Clear Form' button.

Below the search form, the 'Search Results' section shows '1 Matches' for 'Corporation Records'. The results are displayed in a table:

Corporation Name	Document Type	UBI	County	Received Date Y/M/D	Image
ADVANCED SALES, INC.	Application	602090690	Statewide	2000/12/18	

One match was found to be associated with the record name “Advanced Sales, Inc.” by clicking on the specific record, the application will navigate to the *View Record* page where the metadata on the left of that page can be viewed and the image to the right of the page may be opened, saved and viewed.

The screenshot shows the 'View Record' page for 'ADVANCED SALES, INC. - ADVANCED SALES, INC. - Washington State Corporation Records'. The page is divided into two main sections. The left section contains a table of metadata, and the right section contains information about available images and ordering.

ADVANCED SALES, INC. - ADVANCED SALES, INC. - Washington State Corporation Records	
Record Series:	Corporations
Collection:	Washington State Corporation Records
County:	Statewide
Reference Numbers:	26574553
Current Corporation Name:	ADVANCED SALES, INC.
Transaction Corporation Name:	ADVANCED SALES, INC.
Ubi:	602090690
Document Type:	Application
Received Date:	12/18/2000 12:00:00 AM
Page Count:	3
File Type:	image/tiff

Below the table is a button labeled 'Add Comments or Questions'.

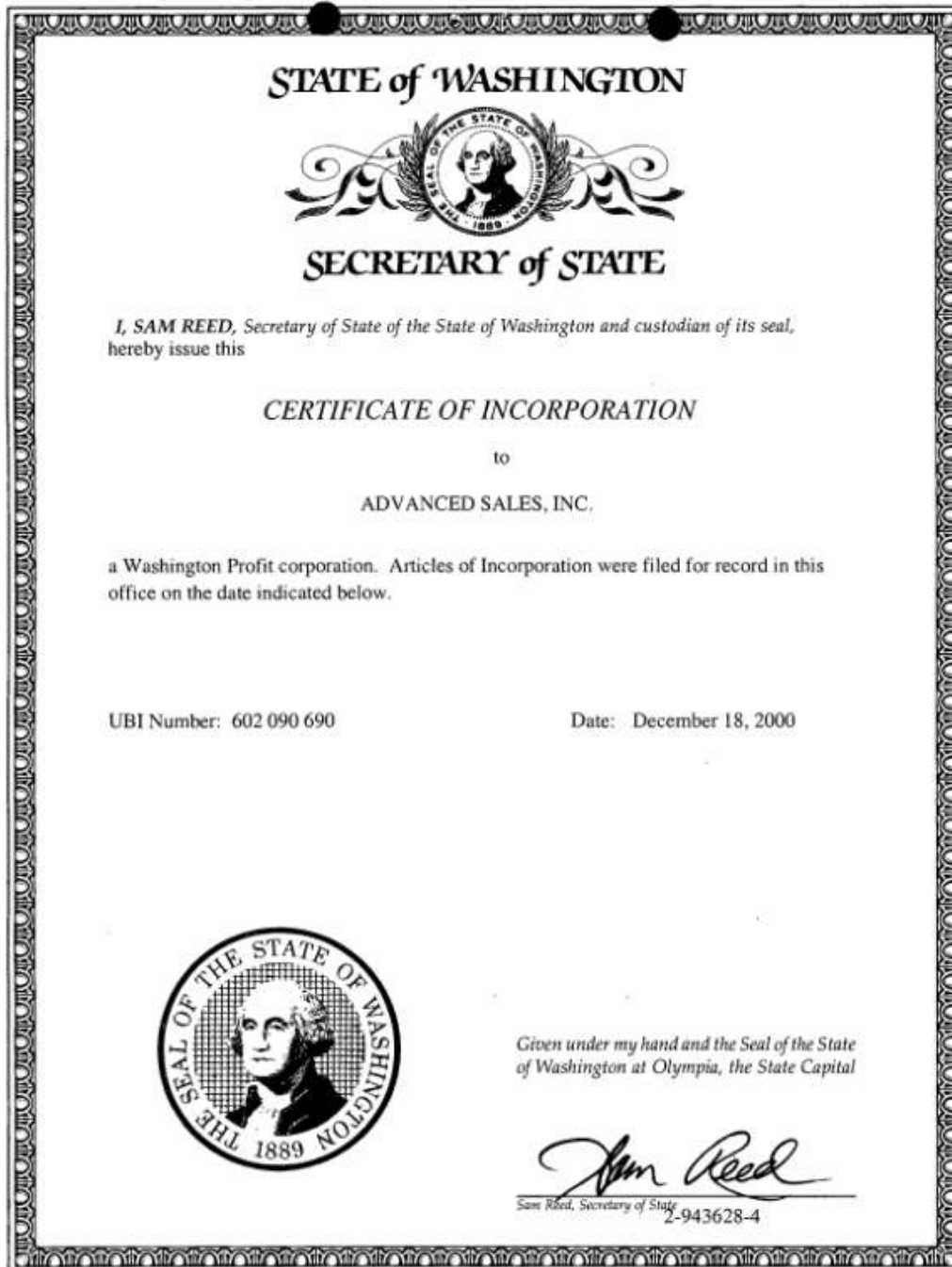
On the right side, there is a section titled 'Please see citation for order information' with a sub-section 'Available Images'. It shows a thumbnail of the image and a link 'Image # 1 of 1 3 Page(s)'. A red arrow points from the 'Image' label below to this link.

At the bottom left, there is a 'Citation: Corporation citation'.

Metadata

Image

Below is a sample image of the "Advanced Sales, Inc", after the user has clicked on the *Available Images* icon and a viewable format has been selected.



**Prepared by Tara Henneberg
July 10, 2008**